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From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR CAREER PLANNING (SHORT TITLE: CAREER PLANNING SOP)

Ref: (a) MCO P1040.31E

Encl: (1) Locator Sheet

Report Required: Enlisted Career Planning Report, par. 1003.2

1. Purpose. To promulgate Standing Operating Procedures for the conduct of the Career Planning Program aboard the Combat Center.
2. Cancellation. CCO P1040.3C.
3. Information. The reference is the primary source of information relative to the mission and conduct of the Career Planning Program. It is the intent of this Manual to expand upon the contents of the reference and develop uniform procedures for units chargeable to the Combat Center's career planning effort.
4. Summary of Revision. This revision has been reformatted and contains a substantial number of changes and must be completely reviewed
6. Scope. This Manual is applicable to Communication-Electronics School and Headquarters Battalion.
7. Certification. Reviewed and approved this date.

J. A. KEENAN  
Chief of Staff

DISTRIBUTION: A-1 plus MCAGCC Career Planner (2)

LOCATOR SHEET

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ENCLOSURE (1)

CAREER PLANNING SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

# CAREER PLANNING SOP

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CAREER PLANNING SOP

CHAPTER 1

ORGANIZATION, ASSIGNMENT AND DUTIES

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# CAREER PLANNING SOP

## CHAPTER 1

### ORGANIZATION, ASSIGNMENT AND DUTIES

1000. OBJECTIVE. The objective of the Combat Center Planning Program is to establish and maintain a vigorous counseling and information effort which will achieve maximum retention of highly qualified Marines.

1001. RESPONSIBILITY. The responsibility for a successful Career Planning Program rests with the unit commanding officer. To accomplish the career planning goal, all officers and noncommissioned officers must be advised of their responsibility to support the Career Planning Program. Career counseling should not be considered as a duty assigned only to the career planning officer or career planner. Each officer and staff noncommissioned officer will be familiar with this Manual and the current edition of MCO P1040.31 to ensure understanding of career planning and related personnel functions.

#### 1002. ASSIGNMENTS

##### 1. General

a. Additional duty Career Planning Officers will be assigned by unit commanders.

b. Primary duty career planners will be assigned by HQMC.

c. Personnel assigned as additional duty career planners will be thoroughly screened for motivation, appearance, and the ability to perform the duties and tasks outlined in the current edition of MCO P1040.31.

d. Assignment of career planning personnel will be in writing by unit special order. A copy will be forwarded to the Combat Center Career Planning Officer. Personnel assigned primary duties as career planners will not be assigned additional duties.

e. Under no circumstances will the career planning billet be left vacant. An assistant to each career planner should be appointed as an additional duty. The assistant will be sufficiently versed in the system to ensure continuity of effort and timely reporting should the assigned career planner be required to be away.

##### 2. Specific

a. The MCAGCC Personnel Officer, Manpower Directorate is assigned the additional duty as the Combat Center Career Planning Officer.

b. The commanding officer at each level of command is ultimately responsible for the unit command career planning programs.

c. Category B MOS 8421 will be assigned and voided by HQMC. Authorization for payment of proficiency (special duty assignment) pay will be in accordance with the current editions of MCO P1040.31 and MCO 7220.12, Proficiency Pay Programs.

1003. DUTIES1. General

a. Career planning personnel will perform their duties in compliance with the current edition of MCO P1040.31 and instructions contained in this Manual. The career planner serves as a special staff officer to the commander. As such, the career planner should be included in staff conferences concerning the unit, and kept informed on operational commitments and other factors which may affect the retention effort. It is the career planner's duty to advise the commanding officer on the status of the career planning program and be aware of circumstances or policies that favorably or adversely affect the retention within the command. Finally, career planning personnel should recommend specific action to enhance the professional atmosphere within their units.

b. The career planner will maintain at a minimum the following directives: MCO 1040.39, MCO 1220.5, MCO 1300.8, MOO 1300.20, MOO 1306.2, MOO 1326.6, MOBul 7220 series, MOO 7220.24. Close liaison with the administrative section will ensure the information is current and all records are properly maintained.

c. The career planner's relationship with the commanding officer must be close and candid. The career planner's duties establish them as the barometer for such factors as leadership and morale, as well as a source of communication with the objective of the career planning program--the individual Marine.

2. Specific. Career planner responsibilities are as follows:

a. Maintain close liaison with the Combat Center Career Planner.

b. Coordinate the activities of subordinate career planners.

c. Maintain liaison with the unit's adjutant/personnel officer on matters pertaining to reenlistment incentives, fleet assistance program billets, and separations of enlisted Marines.

d. Prepare message correspondence dealing with reenlistment, extension, lateral movement and duty station incentives for release by the Combat Center Career Planning Officer.

e. Prepare all requests for waiver of reenlistment eligibility requirements on a Reenlistment-Extension-Lateral-Move (RELM) Request (NAVMC 10842) and submit to or via this Headquarters (Attn: Career Planner).

f. Attend career planning meetings and seminars.

g. Reconcile all reenlistment documents with the Combat Center Career Planner and subordinate career planners on a weekly basis.

h. Conduct or schedule presentations on career planning for members of the unit.

i. Ensure interviews are being conducted in accordance with the current edition of MCO P1040.31.

j. Maintain current desktop procedures and turnover files sufficient to allow a replacement or assistant career planner to function effectively during a period when the career planner is not available, or for newly assigned personnel.

3. Uniform Requirements. The uniform for career planners assigned to the career planning force will be Blue Dress "D" with the exception of utilities where situations warrant field operations. Wearing of the Blue Dress "D" uniform by Marines assigned as career planners, but not members of the career planning force, is highly recommended.



# CAREER PLANNING SOP

## CHAPTER 2

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## CAREER PLANNING SOP

### CHAPTER 2

#### CAREER PLANNING FUNCTIONS, PROGRAMS, AND SERVICES

2000. FUNCTIONS OF THE COMBAT CENTER CAREER PLANNING SECTION. The functions of the Combat Center Career Planning Section shall consist principally of supervising, coordinating, training, and assisting the operation of the Career Planning Program in subordinate units and organizations. The Combat Center Career Planning Section shall perform the following specific functions:

1. Assist commanders in organizing an effective Career Planning Program.
2. Provide training and guidance for the career planning personnel of subordinate units.
3. Maintain a central and readily available source of information on all aspects service in the Marine Corps.
4. Assist and inspect units to ensure that the Career Planning Program is being properly executed. Formal inspections will be directed by the Center Inspector.
5. Conduct regular meetings for all organizational career planning officers and career planners in order to exchange information
6. Maintain liaison with the Center Personnel Office on matters pertaining to transfer incentives and screening for special duty, and disseminate such to lower echelons.
7. Provide individual counseling for officers and enlisted Marines concerning their career in the Marine Corps. This service is an adjunct to, not a substitute for, counseling by unit commanders/sergeants major.
8. Coordinate the screening, testing, and scheduling of Marines identified by Headquarters Marine Corps Special Screening Teams.
9. Coordinate the attendance of qualified Marines at the Command Career Counseling Course, Quantico, VA.
10. Act as liaison between unit career planners and HQMC (MMEA-6) to include career planning liaison NCOs.
11. Release message correspondence dealing with reenlistment, extension, lateral movement, and duty station incentives.

#### 2001. SPECIFIC PROGRAMS AND SERVICES

1. Reenlistment Request Documents. Recommendations will be obtained utilizing the career planning worksheet (figure 2-1). Upon completion of the worksheet, the Career Planning Management System (CPMS) worksheet (figure 2-2) will be utilized to request reenlistment, extension, or lateral movement when supporting documents are not required. Worksheets are available through the Combat Center Career Planner. In all other cases, a RELM document will be utilized. The original of all requests for further service or lateral move will be submitted via the Combat Center Career Planner for forwarding to the Commandant of the Marine Corps (MMEA-6).

2. Waivers. Request waivers of reenlistment prerequisites in accordance with the current edition of MCO P1040.31. Unless prohibited, waivers will be considered on a case by case basis. Commanders will be guided by the current edition of MCO P1040.31 in evaluating each case.

3. HQMC Waiver Request Format. Requests will be formatted as outlined in the current edition of MCO P1040.31 and forwarded via the chain of command with the first endorsement coming from the Marine's company commander.

4. CG Waiver Request Format. Requests will be forwarded in the following format utilizing the RELM document via the chain of command.

- a. Recommendation from the commanding officer.
- b. Copy of service record book page(s) for which the waiver is requested.
- c. Complete service record book.
- d. The Marine will be made available should the CG desire a personal interview.

5. Request For Microfiche Copy of Service Records

a. Headquarters Marine Corps policy requires written authority to release personal records. Requests are available through all unit level career planning offices for Marines desiring this service. Once completed, requests will be mailed directly to HQMC (MMSB-10). Microfiche will only be returned to the Marine for whom the request was submitted. Allow four to six weeks for delivery.

b. Headquarters Marine Corps supplies a Master Brief Sheet (fitness report readout) to each sergeant and above annually, corresponding with the last digit of the Marine's social security number (i.e., 4-APR, 0-OCT, etc.). Any other request for a Master Brief Sheet requires written justification to HQMC (MMSB-30)

6. Naval Messages. As the situation dictates, HQMC Career Planning Newsgrams issued by HQMC (MMEA-6), may be readressed to units aboard MCAGCC.

7. Public Affairs Office. The MCAGCC newspaper and local radio programs available via the Public Affairs Officer will be utilized to the maximum extent possible in emphasizing changes in the Marine Corps Career Planning Program and stressing the positive aspects of a career in the Marine Corps.

8. School. The Command Career Counseling is conducted at Marine Corps Base, Quantico, VA. The length of the course is five weeks. Quotas are controlled by the Commandant of the Marine Corps and should be requested through the Combat Center Career Planner.

9. Promotional Aids Available. Retention advertising material is distributed with the amount based on unit size. If additional copies of the materials, which have been force fed, are required for a special event, such as a career day, family day, or national holiday, they may be obtained by sending a DD-1348 form to CMC (MRM). The NAVMC-Pref ix Control Number (PCN) is printed on all retention material and must be specified on the DD-1348 form. Sixty days should be allowed for processing.

2002. SUGGESTED PROGRAMS TO FURTHER ENHANCE CAREER PLANNING

1. Maintain up-to-date reenlistment option board within battalion areas (such as near the entrance to dining facilities) with information on available assignments, lateral moves, and bonuses for a simple and effective method to further the career planning effort.
2. Emphasize the responsibility of each Officer, SNCO, and NCO in promoting the Career Planning Program, particularly in their day-to-day contact with the Marines who are in their platoons or sections. The reenlistment rate of the organization will be largely determined by their everyday acts of leadership and by their ability to provide factual, positive information concerning the advantages of a Marine Corps career.
3. Maintain a bulletin board in a high visibility area to display pictures of Marines who reenlist, whether they received a bonus, and what incentive was received (duty station, lateral move, special duty, etc.)
4. Command Counseling. Career planners cannot fulfill the retention task without the enthusiastic support of all Officers and SNCOs. All too often the positive reenlistment counseling afforded a Marine is offset by misinformation or a negative impression produced unintentionally by Officers and SNCOs in casual conversation or by thoughtlessness and inflexibility on the part of supervisors and small unit leaders. Accordingly, each commander must take aggressive action to ensure that every potential reenlistee in the command is counseled thoroughly, positively, and factually during contact with officers and SNCOs, as well as during required interviews. Such information contacts, properly utilized, can be most productive in affecting the Marine's decision to reenlist.

CAREER PLANNING SOP

SECTION/EXT \_\_\_\_\_ EAS \_\_\_\_\_ DATE \_\_\_\_\_ RANK: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN/MOS \_\_\_\_\_

SNM REQUESTING: REENL/EXT \_\_\_\_\_ YRS/MONTHS \_\_\_\_\_

LATERAL MOVE 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

SPECIAL DUTY \_\_\_\_\_

IAW THE CURRENT EDITION OF MCO P1040.31 AND/OR MCO 1220.5 SNM HAS BEEN FOUND ELIGIBLE. CG/CMC WAIVER REQUIRED FOR \_\_\_\_\_ NOTE: WHEN GIVING RECOMMENDTION, PLEASE PROVIDE A BRIEF, CONCISE APPRAISAL OF CHARACTER OF SNM.

SNCOIC: \_\_\_\_\_

OIC: \_\_\_\_\_

RECOM: CONF/ENTHUS WORLD WIDE DEPLOYABLE: Y/N PASS CURRENT PFT: Y/N MEETS HT/WT STANDARDS: Y/N FIT FOR RIGOROUS DUTY (CIRCLE ONE)

COMPANY 1STSGT: \_\_\_\_\_

COMPANY COMMANDER: \_\_\_\_\_

SGTMAJ: \_\_\_\_\_

CO/APPROVAL: APROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

RECOM: ENTHUS/CONF RES/NOT

REC WORLD WIDE DEPLOYABLE: Y/N

PASS CURR PFT: Y/N MEETS CURR HT/WT STANDARDS: Y/N FIT FOR RIGOROUS COMBAT DUTY: Y/N/ (CIRCLE ONE) ADDITIONAL COMMENTS: \_\_\_\_\_

CO'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Figure 2-1.--CAREER PLANNING RECOMMENDATION WORKSHEET

CAREER PLANNING SOP

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN/MOS \_\_\_\_\_

RANK: \_\_\_\_\_ DOR: \_\_\_\_\_ - TYPE REQ: REENL / EXT / LATMOVE LENGTH

REQ: \_\_\_\_\_ MONTHS REENL CODE: FIRST TERMER / CAREERIST BN

APPROV: \_\_\_\_\_ HT: \_\_\_\_\_ INCHES WT: \_\_\_\_\_ POUNDS INTENDED REENL

DT: \_\_\_\_\_ CO CERT ELIG: Y/N CO CERT RECOM: Y/N

TOTAL NO. NJP \_\_\_\_\_ TYPE: N ART: \_\_\_\_\_ DATE: \_\_\_\_\_ TOTAL NO. CIV  
 CONV: \_\_\_\_\_ TYPE: V ART: \_\_\_\_\_ DATE: \_\_\_\_\_ TOTAL NO CM: \_\_\_\_\_  
 TYPE: C ART: \_\_\_\_\_ DATE: \_\_\_\_\_ SCHOOL CODE OPTION: \_\_\_\_\_

REQ SCHOOL RPT DATE: \_\_\_\_\_

LATMOVE MOS CHOICES: \_\_\_\_\_  
 DUTY STATION CHOICES: \_\_\_\_\_  
 CG WAIVER: GRANTED Y/N DATE: \_\_\_\_\_ TYPE: \_\_\_\_\_  
 CP RMKS: PFT SCORE: \_\_\_\_\_ CL: \_\_\_\_\_ DATE: \_\_\_\_\_ PRO/CON \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CO RMKS: RECOM \_\_\_\_\_ YRS/MO REENL/EXT \_\_\_\_\_

\*\*\*\*\*

ADDITIONAL INFORMATION AFABDB: \_\_\_\_\_ EAS: \_\_\_\_\_ DCTB: \_\_\_\_\_ NO. OF  
 CONTRACTS \_\_\_\_\_ TOTAL MO EXT ON CURRENT CONT: \_\_\_\_\_ GT SCORE: \_\_\_\_\_

DOB: \_\_\_\_\_ ACDU SPOUSE \_\_\_\_\_

SSN/MOS: \_\_\_\_\_/\_\_\_\_\_ CIV EDUC \_\_\_\_\_

LEVEL \_\_\_\_\_ YRS H.S. GRAD: Y/N BROKEN SERVICE: Y/N SRBP ELIG: Y/N

ZONE: \_\_\_\_\_ MOS: \_\_\_\_\_ BILLET MOS: \_\_\_\_\_ SIGNATURE: SVC \_\_\_\_\_

MBR: \_\_\_\_\_ CAR PLNR: \_\_\_\_\_

CO: \_\_\_\_\_ DATE \_\_\_\_\_

ENTERED CPMS: \_\_\_\_\_ BY: \_\_\_\_\_

MUST INCLUDE PRO/CON FOR SGT WITH LESS THAN 2 YRS TIG

Figure 2-2.--CAREER PLANNING MANAGEMENT SYSTEM (CPMS) WORKSHEET